

**STATE OF IDAHO
DEPARTMENT OF FINANCE**

DUE NO LATER THAN 03/15/2021

Idaho
Collection Agency
2020 Annual
Reporting
Requirements
**LICENSED
COMPANIES IN NMLS**

INSTRUCTIONS FOR COMPLETION OF THE ANNUAL REPORTING REQUIREMENTS

This Annual Reporting Package applies ONLY to companies with an "Approved" license and complete license record in the NMLS.

FILE QUARTERLY AND ANNUAL AGENT REPORTS VIA ONE OF THE FOLLOWING OPTIONS:

Option 1: FILE THE QUARTERLY AND ANNUAL AGENT REPORTS ONLINE WITH ACCESS IDAHO (**required if reporting 100 + agents**). Access Idaho and the Department of Finance offer a free online filing and record maintenance system for agent filings. This option allows companies to enter new agents, manage existing agents and rosters, track late or missing filings, and even pay for their quarterly agent additions or annual renewal agent fees by e-check or credit card. Licensees only incur the cost of any convenience fee associated with their chosen payment method. Reports may be filed up to 30 days prior to the due date of March 15, 2021, and you can amend and view your current and inactive agents at any time and from anywhere you have internet access. You can still access a demonstration of the process by clicking on this [LINK](#). Questions may be directed to collections@finance.idaho.gov or by calling 208-332-8002.

Option 2: PROVIDE A COMPLETE ANNUAL/QUARTERLY NOTIFICATION OF AGENTS/COLLECTORS FORM FOR ALL ACTIVE COLLECTORS/AGENTS, INCLUDING THE RESPONSIBLE PERSON IN CHARGE (RPIC), ALONG WITH A CHECK FOR REQUIRED FEES. You may download the excel spreadsheet from our website at www.finance.idaho.gov. Open up the excel spreadsheet and save it to your system, then reopen the spreadsheet to make all entries. Follow the "Annual Report Instructions." The form must remain in 8½ x 11 *landscape* format and the font must remain at a minimum size of 10 point. Inactive or terminated agents are to be reported but no fees for this category are required. **Report content must be current as of February 15 or later and filed by no later than March 15. Reports filed with earlier dated content will require additional information.**

Agent/Collector Annual Notification Reports not filed with payment made by March 15, 2021, may subject the licensee to administrative action pursuant to the Act.

ENSURE ALL RENEWAL FILINGS ARE POSTMARKED BY NO LATER THAN MARCH 15, 2021. This includes the Annual Report of Activity, Surety Bond Calculation, and Annual Notification of Agent Forms. We strongly recommend filing by **no later than February 15, 2021**, to allow time for processing and the opportunity to correct deficiency items required to be cleared or completed prior to March 15, 2021. **Submissions that are postmarked or date-stamped as delivered after March 15, 2021, may subject the licensee to administrative action pursuant to the Act**

Make Sure to Send the Following With the Annual Reporting Package:

- ☐ **Annual Notification of Agent Form signed/dated OR completion of Annual Notification Report Filing submitted through Access Idaho (Option 1) OR alternative report filing via excel spreadsheet accompanied by \$20 per active Agent/Collector/RPIC fee (Option 2);**
- ☐ **Annual Report of Activity Form;**
- ☐ **Surety Bond Calculation Form and electronically- filed surety bond rider through NMLS, if applicable**

Regular Mail:
Department of Finance
Consumer Finance Bureau
P O Box 83720
Boise ID 83720-0031

Overnight Mail:
Department of Finance
Consumer Finance Bureau
800 Park Blvd., Suite 200
Boise ID 83712

<http://finance.idaho.gov>
Phone: 208-332-8002, Option 4
Fax: 208-332-8099
Email: collections@finance.idaho.gov